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County of San Diego

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WEIGHTS & MEASURES
(858) 694-2778
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2011 UTILITY SUB-METER TESTING AND REGISTRATION NOTICE

Annual registration of utility sub-meters used for commercial purposes is required and due by January 1, 2011. Registration fees offset the cost of inspection and testing to ensure commercial devices are in compliance with state and local laws. Enclosed is the renewal application for your registration certificate.

Please remember:

- Each location with one or more commercial sub-meters requires a separate application and fee. Registrations are not transferable from one person to another or from one location to another.
- Registrations postmarked after January 30, 2011 will accrue late penalties. A 50% penalty is applied to registrations for each 30 days of delinquency, up to 200%.
- All commercial utility sub-meters must be registered and sealed by the County Sealer before being used or placed into service.
- Once we receive your completed Registration Application and fees, we will mail your certificate to you. Certificates must be posted at the complex or park where the meters are located.
- Replacement meters may be substituted during testing provided they are type-approved for commercial use and bear a valid County Weights and Measures Seal prior to installation.
- Submit at least 10% of each type of sub-meter (electric, vapor and water) annually to ensure all meters are tested at least once every ten years.
- Please submit your meters according to the schedule on the reverse side. You will be notified to pick up the completed meters within 5 working days. Meters not claimed within 90 days of being notified to pick them up may be subject to disposal as unclaimed property.

Please make any necessary changes, sign and return the enclosed application with the correct payment by Visa, MasterCard, check or money order payable to: **County of San Diego.**

Mail to: Department of Agriculture, Weights and Measures
5555 Overland Avenue, Suite 3101
San Diego, CA 92123-1256

You may register in person at our office Monday - Friday, 8:00 a.m. to 5:00 p.m., excluding holidays. For more information and forms, go to <http://www.sdcounty.ca.gov/awm/wm.html>. If you need further information on how to register your location and devices, please call our office at (858) 694-2778, Monday through Friday, 7:00 a.m. to 4:00 p.m.

ENCLOSURES: Annual Registration Application Form(s)
Updated on 12-13-10

TESTING SCHEDULE FOR SUB-METERS by ZIP CODE

1ST QUARTER ZIP CODES JANUARY-MARCH	2ND QUARTER ZIP CODES APRIL-JUNE	3RD QUARTER ZIP CODES JULY-SEPTEMBER	4TH QUARTER ZIP CODES OCTOBER- DECEMBER
91905	91901	91932	91911
91906	91931	91950	91935
91910	91945	91978	91942
91913	91977	92008	91962
91917	92005	92020	92002
91934	92019	92026	92009
91941	92025	92031	92021
91948	92029	92040	92027
91963	92037	92056	92032
92003	92054	92064	92057
92004	92061	92071	92065
92014	92070	92084	92078
92024	92083	92103	92081
92028	92102	92107	92086
92035	92106	92111	92104
92036	92110	92113	92108
92060	92116	92117	92114
92069	92119	92118	92120
92082	92137	92127	92139
92101	92154	92536	92173
92105	92590	91915	91980
92109	91902	91947	92010
92115	92075	92122	92041
92126	92077	92123	92055
92302	92121	92124	92007
92130	92133	92129	92128
92131	92136	92135	92145

1. Locate the zip code where the sub-meters are in use.
2. Determine the quarter with the applicable zip code.
3. Submit 10% of each type of sub-meter for testing during the indicated quarter.
Example: Zip code 91932 is in Quarter 3. Please bring meters for testing between July and September.
4. Please label the meters with their installation location and bring them to:

**Department of Agriculture, Weights and Measures
5555 Overland Avenue, Building 3, San Diego, California 92123**

Monday through Friday, 8:00 a.m. to 4:00 p.m.

For convenience, you may wish to contact other sub-metered properties within the same zip code and coordinate the transportation of the sub-meters in one vehicle. This may alleviate some unnecessary trips to our central testing facility.